

## EDITING A BUDGET ALLOCATION

From the results table page, click on the “Edit” icon next to the allocation you would like to edit.

**Budget Allocation**

\* Indicates a required field

Enter Budget Allocation data.

<b>Accounting Code*</b> :	6527300009
<b>BOC*</b> :	<input type="text" value="1100"/>
<b>Amount*</b> :	\$ <input type="text" value="50000.00"/>
<b>Comments:</b>	<input type="text" value="employee salaries"/>

**Edit History**

Created By:	Barbara Recktenwald	Created Date:	12/01/2005 02:50 PM
Last Updated By:	Barbara Recktenwald	Last Updated Date:	12/01/2005 02:50 PM

[Edit History](#)

- Users can edit any field with the exception of the accounting code field.
- Each page features an “Edit History”, located on the bottom of the page, and it tracks changes made to the file such as, user and date, as well as last updated user and date.
- Click “Cancel” to return to list screen without saving.